**Data restriction request form (GDPR compliant)**

Under the General Data Protection Regulation, you have the right to restrict the processing of your data in certain circumstances. Restricting the Company from processing your data means that the Company will continue to hold the data but will stop processing it.

The Company will be required to restrict the processing of your personal data in the following circumstances:

* where you tell the Company that the data it holds on you is not accurate. Where this is the case, the Company will stop processing the data until it has taken steps to ensure that the data is accurate
* where the data is processed for the performance of a public interest task or because of the Company’s legitimate interests and you have objected to the processing of data. In these circumstances, the processing may be restricted whilst the Company considers whether its legitimate interests mean it is appropriate to continue to process it
* when the data has been processed unlawfully
* where the Company no longer needs to process the data but you need the data in relation to a legal claim.

Once completed, please submit this form to *[insert details].*

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| **Personal details** | |
| Your name: |  |
| Your employee number: |  |
| Department: |  |
| Telephone number: |  |
| Email address: |  |
| Home address: |  |
| **Data you wish to be subject to restriction** | |
| Please use the space below to describe, in as much detail as possible, the data which you wish to be subject to restriction | |
| **Reason for request** | |
| Please indicate below which of the reasons set out above applies to your request | |
| I confirm that I am the employee named above and the information requested above is in relation to me. I understand that I may be required to provide evidence to verify my identity. | |
| **Your signature:** |  |
| **Date:** |  |